

Employee Suggestion - Number 254

A. Information About the Suggester:

[REDACTED] GS-12, Intell. Officer, Industrial Capital Goods
Branch, Office of Reports and Research

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B. Summary of the Suggestion:

The suggester proposes that an Agency Notice or other appropriate notice be issued concerning the use of staples. The suggester indicates that documents which have transmittal slips, cover sheets, enclosures, or which are routed in envelopes with routing or cover sheets attached are almost invariably so thoroughly stapled together that it requires removal of at least one, and usually many staples before the document and its enclosures may be read. This results in loss of time throughout the Agency. The suggester has drafted a proposed notice for consideration.

C. Evaluation:

The Chief, General Services Office has supplied the following evaluation:

"It is the opinion of this Office that the suggestion made in the attached memorandum is both logical and worthy of commendation.

Although it is impossible to estimate the monetary savings that can be made by the suggestion, the importance of the morale factor cannot be overlooked. . .

It is the intention of this Office to initiate an Agency notice on the subject with the possibility of also including a similar statement in the Agency Correspondence Manual now being revised."

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[REDACTED] for the Management Officer, and [REDACTED]
[REDACTED] Special Assistant to the DD/A concur in the above comments.

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D. Note:

It is recommended that a nominal award to the suggester be considered by the Committee in keeping with the Intangible Benefits resulting from this suggestion.

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